

Swimming Pools and Hot Tubs

Frequently Asked Questions:

What is a Pool?

A pool is any structure, basin, chamber or tank containing or capable of containing an artificial body of water for swimming, diving, or recreational bathing, having a depth greater than two feet at any point.

When Do I Need a Building Permit?

A Building Permit is required prior to installing any hot tub or pool with walls more than 24 inches in height. In addition, the permit is required to include the electrical work associated with the pool and/or hot tub.

Why Do I Need a Permit?

The permit and inspection process gives you, your neighbors, and the Village assurance that specific standards are met when installing pools or hot tubs by complying with State Codes, Local Codes and Zoning Requirements. These standards are based on well-established health, safety, and environmental considerations intended to protect the integrity of the building, the safety of its inhabitants, and the welfare of the public. Projects not completed according to code can affect your home's insurability and potential sale. Village building records are available from our department upon request. Prospective buyers can use these records to see if permits were obtained and if compliance was achieved for specific projects.

Who is Responsible for Obtaining a Permit?

The property owner is responsible for ensuring that a permit is obtained prior to work being started. Contractors can also apply and obtain permits on behalf of the property owner. Under no circumstances can construction or demolition start prior to obtaining the Building Permit and posting the placard in a front window or door visible from the road. Once a permit is obtained, the work must be started within six months or it will expire. If work is started within six months, the permit is valid for one year from the date of issuance.

Commencing work without a permit is subject to a late fee added to the normal permit fee. When unpermitted work is discovered, a Stop Work Order will be issued and a permit that accurately describes the work must be obtained before any work may resume.

Can I Wire the Pool/Hot Tub?

Any person may perform electrical work in their own single-family residence if it is owned and occupied or to be occupied as their home. Any such residence cannot be used for rental purposes or for resale to present or prospective purchasers. A homeowner applying for an Electrical Permit must be able to demonstrate the ability of performing the installation in a compliant manner.

How Do I Apply for a Permit?

Permits may be obtained from the Department of Neighborhood Services, Monday through Friday, 8 am – 5 pm. To ensure staff availability for permit issuance, please call in advance.

It is also possible to submit the necessary application and drawings by e-mail, fax or mail for review and approval. Once reviewed, this office will contact you by phone or e-mail (information to be provided on the application) to advise of the results. It is also acceptable, once your application is approved for permit issuance, to submit payment by mail and upon receipt, the permit will be mailed to you. It is important to recognize, this process may take additional time, so please plan accordingly since the Building Permit is required to be posted on site prior to starting the project.

When applying for a Building Permit for a pool and/or hot tub, applicants must provide the following information to obtain a permit:

- ***A scaled site plan which shows the following:***
 - * Property lines and lot dimensions.
 - * Location of all buildings on the lot and distances to property lines.
 - * Location of public streets, sidewalks and alleys.
 - * Location and height of the proposed pool and/or hot tub.
 - * Fair market value of the project (fair market value for materials and labor.)
 - * Location of overhead and underground utilities (gas and electric).

Please use this checklist to ensure you are providing the basic information needed to obtain your permit. Depending on site conditions, however, additional information may be required after Village staff has reviewed your site plan.

Note: If you do not have a scaled site plan, you may obtain one from this office generated from the Village's Geographic Information System.

Where Can the Pool / Hot Tub Be Located?

All pools/hot tubs are considered Accessory Uses/Buildings. An Accessory Use which is part of, is substantially attached thereto or adjacent to the main/principal building shall meet the Principal Building setback requirements.

Setback Requirements in the R1, R2, R3 & R2R Zoning Districts

Yard	Principal Building	Detached Structure
Front	40 feet min from ROW	40 feet min from ROW
Side	1 story – 10 feet min 2 story – 15 feet min	10 feet min
Rear	25 feet min	10 feet min
Corner Lot	40 feet min from each ROW	40 feet min from each ROW

Setback Requirements in the R4, R5 & R6 Zoning Districts

Yard	Principal Building	Detached Structure
Front	30 feet min from Urban Road ROW 40 feet min from Rural Road ROW	30 feet min from Urban Road ROW 40 feet min from Rural Road ROW
Side	1 story – 10 feet min	10 feet min

(Sewered)	2 story – 15 feet min	
Side (Non-Sewered)	25 feet min	10 feet min
Rear	25 feet min	10 feet min
Corner Lot	30 feet min from Urban Road ROW 40 feet min from Rural Road ROW	30 feet min from Urban Road ROW 40 feet min from Rural Road ROW

Setback Requirements in the ER Zoning District

Yard	Principal Building	Detached Structure
Front	40 feet min from ROW	40 feet min from ROW
Side	25 feet min	10 feet min
Rear	25 feet min	10 feet min
Corner Lot	40 feet min from each ROW	40 feet min from each ROW

Setback Requirements in the A1 & A2 Zoning District

Yard	Principal Building	Detached Structure
Front	40 feet min from ROW	40 feet min from ROW
Side	25 feet min	25 feet min
Rear	25 feet min	25 feet min
Corner Lot	40 feet min from each ROW	40 feet min from each ROW

Planned Development Districts

- Properties in the Planned Development Districts may have alternate setback standards. Please contact this office for specific standards in Planned Development Districts.

Pools must also be installed so that any overhead electrical wires are either offset 10 ft. horizontally from the edge of the pool, or at least 18 ft. above the water line of the pool. Pools must also be offset at least 5 ft. from any underground electrical wires.

When are Protective Enclosures Required?

In-Ground Pools and Above Ground Pools with walls more than 24 inches and less than 48 inches above grade must be enclosed with a fence/enclosure meeting the following requirements:

- At least 48 inches tall;
- Not more than 96 inches tall;
- No closer than 3 feet to the pool at its nearest point;
- Constructed in a manner to withstand at minimum of 200 pounds of force in any direction;
- Prevent passage of a 6-inch diameter sphere;
- Any door or gate in the fence enclosure must be self-closing and self-latching;
- Fences/enclosures for above or partially above ground pools with an attached or adjoining deck or walkway must be at least 36 inches above the surface of the deck or walkway and not less than 48 inches above or more than 96 inches above adjacent grade;
- Decks and ladders attached to above ground pools require a lockable gate.

Enclosure Exception: Above ground pools with walls at least 48 inches above ground for the entire perimeter are not required to be provided with a Protective Enclosure. Decks and ladders attached to above ground pools require a lockable gate.

Hot tubs are required to have covers capable of supporting 100 pounds per square ft. of area. The cover is to be secured in place at all times when the hot tub is not in use.

What are the Electrical Requirements?

General Requirements

- Overhead electrical wires must either be offset 10 ft horizontally from the edge of the pool or at least 22.5 feet above the waterline of the pool;
- Pools must be offset at least 5 ft horizontally from any underground electrical wires;

Storable Pools – Defined as those that are constructed on or above the ground and are capable of holding water to a maximum depth of 42 inches, or a pool with nonmetallic, molded polymeric walls or inflatable fabric walls regardless of dimension.

- A GFCI protected receptacle shall be provided for the pump motor no closer than 6 feet from the outside edge of the pool;
- The flexible power cord for the pump/filter assembly must be plugged directly to a GFCI protected receptacle and the use of an extension cord is prohibited per the National Electric Code;
- A GFCI protected convenience receptacle is required to be installed within 20 feet but no closer than 6 feet to the inside wall of a pool or hot tub.

Permanent Pools

- Cord lengths for pool equipment shall not exceed 3 feet in length;
- A disconnecting means shall be provided and be accessible (located within sight from all pools and hot tub equipment) and shall not be located within 6 feet from the inside wall of the pool or hot tub. Equipotential bonding to reduce voltage gradients in the pool area, shall incorporate all metal parts of a pool and its associated metallic equipment, metal piping, raceways, fixed metal ladders, towers, platforms, diving structures, door frames, etc. that are not separated from the pool by a permanent barrier and located within 5 feet of the pool must be bonded with a #8 solid copper conductor. This conductor is not required to be extended or attached to any remote panel board, service equipment or electrode (ground rod.) It is only intended to bond these metallic pieces together. A 3 foot wide perimeter bonding grid shall be established around the pool walls.
- An intentional pool water bond (via a minimum 9 square inch conductive surface) shall be installed in contact with the water.

Hot Tubs

- All hot tubs shall be protected by a GFCI;

Outdoor Requirements

- A cord and plug is permitted to feed the hot tub but it cannot be longer than 15 feet in length and must be GFCI protected;
- A convenience GFCI receptacle is required a minimum of 6 feet and maximum of 20 feet away from the inside walls of the hot tub;
- The equipotential bonding grid is not required for hot tubs with nonconductive shells, but the perimeter surfaces shall still be bonded.

Indoor Requirements

- A cord and plug connection is permitted if the unit is rated at 20 amperes or less and GFCI protected unless the unit has integral (built in) GFCI protection;

- Receptacles, wall switches, and electrical devices and controls not associated with a hot tub are required to be at least 6 feet, but not more than 10 feet, from the inside walls of the tub, and must be GFCI protected.
- Lighting fixtures, etc., located over the hot tub:
 - Shall be a minimum of 7 feet 6 inches above the maximum water level and be GFCI protected;
 - GFCI protection is not required if they are located more than 12 feet above the maximum water level;
 - Fixtures less than 7 feet 6 inches above the hot tub shall be GFCI protected and meet the following requirements:
 - ✓ Recessed fixture with non-metallic lens (or electrically isolated) and suitable for a damp or wet location;
 - ✓ Surface-mounted fixture with a glass or plastic globe and a non-metallic body or a metallic body isolated from contact. Such fixtures shall be suitable for damp or wet locations.

This handout is intended to provide property owners/contractors with a simplified review of code provisions relating to the topic noted. This handout is not, however, actual code provisions. For a review of the regulations that would apply to your particular site, please contact Department staff.